

**KENTUCKY BOARD OF HOME INSPECTORS
MEETING MINUTES
December 11, 2012**

A meeting of the Kentucky Board of Home Inspectors was held at the Frankfort office on December 11, 2012.

MEMBERS PRESENT

Kevin Farris, Chairman
Mitch D. Buchanan, Vice Chairman
Ken Fister
J.R. Bone
James A. Chandler
Mark Schmidt
Robert P. Johnson
Mark G. Oerther

OCCUPATIONS AND PROFESSIONS STAFF

Lucie Duvall, Board Administrator
Lindsey Lane, Board Administrator
Robin Vick, Board Administrator

OTHERS

Angela Evans, Office of the Attorney General
Steve Keeney, Professional Learning Institute
Mark Hunter, Home Inspector
Bud Wenk

CALL TO ORDER

Kevin Farris, Board Chairman, called the meeting to order at 10:18 a.m.

APPOINTMENT OF NEW BOARD MEMBERS

Robert P. Johnson was appointed as a new member of the Kentucky Board of Home Inspectors by Steven L. Beshear, Governor. Mr. Johnson was sworn in by Robin Vick of the Office of Occupations and Professions.

MINUTES

A motion was made by Mark Schmidt to approve the minutes of the November 13, 2012 meeting. Motion, seconded by Mitch Buchanan, carried.

MONTHLY FINANCIAL REPORT

The financial statement for the month ending November 30, 2012 was presented to the Board for review. The Board briefly discussed how funds were swept and how the Board was able to spend their money. The Board acknowledged the financial statements as presented. No further action was required.

O&P REPORT

O&P has two new employees who will be working in the Operations Sections. The department is now running at full staff.

The Board scheduled their 2013 meetings for January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, and December 10.

LICENSURE STATUS REPORT

A Licensure Status Report dated December 5, 2012 was presented to the Board for review. The report showed there are currently 322 active licenses, 19 inactive licenses, and 346 expired licenses. No further action was required.

BOARD CHAIRMAN'S REPORT

Mr. Farris briefly discussed with the Board scheduling a two (2) day retreat in March. The Board will review dates and schedule an agenda at the next scheduled Board meeting in January for the retreat. No further action was required.

BOARD COUNSEL REPORT

Angela Evans, Board Attorney notified the Board she would not be able to attend the next scheduled meeting in January. Another attorney from the Attorney General's Office will be present in her place to represent the Board.

Ms. Evans is to present the Board with a status update regarding an existing Order with the Board regarding a Danville case for an unlicensed person doing "home evaluations" and possible options the Board may have.

OLD BUSINESS

The Board reviewed their initial and renewal applications with updated information included. A motion was made by Mark G. Oerther to approve the updated applications. Motion, seconded by James Chandler, carried. Ms. Evans is to contact LRC about the changes.

The Board discussed procedures for late renewals including having a sixty (60) day grace period and imposing a \$100.00 late fee for renewals. A motion was made by Mr. Oerther to impose a \$100.00 late fee if the renewal is not received post marked by the licensee's expiration date. Motion seconded by Mr. Schmidt, carried.

Ms. Evans advised the Board to table discussion on imposing a sixty (60) day grace period or reinstatement period until further review for the next meeting.

A motion was made by Mr. Oerther to table discussion on procedures for late renewals until the next scheduled meeting in January. Motion seconded by Mr. Schmidt, carried.

The Board further discussed having the Board Administrator maintain a list of renewals sent out each month and report to the Board at each Board meeting with said list. No further action was required.

The Board also requested all future renewal notices be sent by hard copy and not by post card. Hard copy renewals are to include the licensee's name, address and license number included on the renewal form. No further action was required.

EDUCATION COMMITTEE REPORT

Ken Fister reported an AHIT pre-licensing application and an AmeriSpec Academy pre-licensing application submitted to the Board for approval. Mr. Fister recommended deferring said applications pending further information. No further action was required.

APPLICATIONS COMMITTEE

The applications committee reported on an interview they had with Mark L. Hunter. No further action was required.

The applications committee reviewed a letter from John Morgan requesting an extension on his renewal. Mr. Oerther made a motion to deny the request and send a letter to Mr. Morgan requesting he send the required documents for his renewal for review and approval. Motion seconded by Mr. Buchanan, carried.

The applications committee reviewed two (2) applications for Randall W. Ward and Eliel Torres-Morejon. A motion was made by J.R. Bone to approve the applications pending proper insurance forms. Motion seconded by Mr. Oerther, carried.

The applications committee reviewed an application for Nathan L. Butler. A motion was made by Mr. Oerther to send a letter to Mr. Butler stating he needs to reapply with the Board. Motion, seconded by Mr. Chandler, carried.

The applications committee reviewed two (2) applications for William Troutman and Larry Crawford. A motion was made by Mr. Oerther to defer the applications and send a letter to the Indiana Board requesting reciprocity with the Kentucky Home Inspectors Board. Motion seconded by Mr. Chandler, carried.

The applications committee reviewed an application for renewal for Bradley Leonard. The applications committee deferred the renewal pending receipt of a background check. No further action was required.

COMPLAINTS COMMITTEE

2012-01 The Board reviewed the complaint and response. A motion was made by Mr. Schmidt to have legal counsel issue a reprimand letter. Motion seconded by Mr. Fister, carried.

2012-03 The Board reviewed the complaint and response. After discussion, a motion was made by Mr. Schmidt to dismiss the case. Motion, seconded by Mr. Bone, carried.

TRAVEL AND PER DIEM

Mr. Fister made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Bone, carried.

NEXT MEETING

The next meeting is scheduled for January 8, 2013 at the Frankfort office at 10:00 a.m. with the Committee meeting starting at 9:00 a.m.

ADJOURN

Mr. Bone made a motion to adjourn at 12:45 p.m., having no further items of discussion. The motion, seconded by Mr. Fister, carried.

Kevin Farris, Chairman